

Federal Fiscal Year 2018
U.S. DHS/FEMA Emergency Management Performance Grant (EMPG)
Massachusetts Emergency Management Agency

Notice of Competitive Funding Opportunity

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Funding Availability

The Massachusetts Emergency Management Agency (MEMA) has allocated an additional \$200,000 in FFY 2018 EMPG funds for a competitive sub-grant program. Through this Notice of Funding Opportunity (NOFO), MEMA will be accepting applications from municipalities and Federally-recognized Tribes with local emergency management departments.

The maximum funding request for a single community application is \$10,000.

The maximum funding request for a regional (multi-community) application is \$25,000.

Regional applications are allowed, but MEMA will only accept one application per eligible entity. This means that a community may not participate in a regional application and submit its own application. Moreover, regional application must show a clear benefit to each community within the Region.

Applications must be completed by or in coordination with the respective Local Emergency Management Director(s).

Funding for this NOFO comes from the FFY 2018 EMPG award to MEMA (Federal Award ID# DHS-18-GPD-042-01-01; Total Federal Award Amount \$6,997,830; Federal Period of Performance; 10/1/17 - 9/30/20; CFDA # 97.042).

Overview and Purpose of the EMPG

The EMPG provides funds to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's [National Preparedness Goal's](#) Mission Areas and Core Capabilities.

Funds may be used to support local and/or regional emergency management activities in the following cost categories: Planning, Organizational (all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management), Equipment, Training, and Exercises.

The Project Guidance section on pgs 6-10 defines these cost categories and provides guidance on allowable activities and key information that should be reviewed when developing project narratives and budgets.

Eligible Activities

Applications must: 1) show a clear and direct impact on local/regional emergency management programs and 2) directly build or enhance one (or more) of the following capabilities:

Sheltering of people and/or pets, including addressing the access and functional needs (including medical needs) of survivors
Evacuation management, including (a) identifying and supporting evacuees who have access and functional needs, (b) identifying evacuees who have Critical Transportation Needs and supporting them consistent with MEMA's Critical Transportation Needs Plan, including the operation of Local Pick Up Points and Local Transportation Hubs, and (c) identifying and planning local evacuation routes, Local Transportation Hubs, and evacuation resources to support an evacuation
Identifying and providing emergency management support to people in the community who have access and functional needs
Distributing critical commodities during disasters, including the operation of local Community Points of Distribution (CPOD)
Developing or updating a community's Comprehensive Emergency Management Plan (CEMP), including, but not limited to (a) using MEMA's ArcGIS tool ¹ to map the community's critical infrastructure and resources, and (b) integrating the community's CEMP with MEMA's WebEOC system

¹ MEMA's ArcGIS Tool may be accessed on MEMA's website here:
<https://memamaps.maps.arcgis.com/home/signin.html>

Application Deadline and Submission Process

Completed Application Templates - along with other applicable documents (e.g., EHP Screening Form) - must be **submitted to your respective MEMA Regional Office email address (see below) no later than 6/30/19.**

MEMA will not accept applications submitted after this date.

MEMA Region I: MEMARegion1Grants@state.ma.us
MEMA Region II: MEMARegion2Grants@state.ma.us
MEMA Regions III and IV: MEMARegions3and4Grants@state.ma.us

The email addresses above are used for application submittal only.

Once you have submitted your application to the email address above, you should receive a confirmation receipt within two business days. If you do not receive confirmation within two business days, please contact Carrie Clifton (carrie.clifton@mass.gov; 508.820.1407) or your Regional Office to confirm receipt of the application.

Anticipated Timeline and Period of Performance

To assist communities with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
On or about 5/20/19	The 2018 EMPG Competitive NOFO will be posted on MEMA's website
See section below	Grant Application Briefings will be held; dates and locations are listed below
6/30/19	Completed application are due to MEMA.
July 2019	All applications will be reviewed and scored
8/1/19	Anticipated contract start date for approved applications (the actual start date may be before or after this date)
September 30, 2020	Contract end date

The anticipated contract period of performance is 8/1/19-9/30/20. **Extensions to this period of performance will not be provided.**

Grant Application Briefings

MEMA will conduct grant application briefings to address questions applicants may have. Attendance at these briefings is optional, but strongly encouraged. It is recommended that program and fiscal points of contact attend a briefing. These briefing sessions will be used to review this NOFO; highlight what is needed to submit a complete application; and answer questions on allowable costs and activities.

	Date	Time	Location
MEMA Region I	6/4/19	10am-12noon	MEMA Region I Office; 365 East St Tewksbury, MA
MEMA Region II	6/3/19	11am-12noon	Town of Plymouth EOC; 2209 State Rd, Plymouth
MEMA Region III	5/30/19	10:30-12:30	MEMA Region III-IV Office; 1002 Suffield St, Agawam
MEMA Region IV	6/5/19	10am-12noon	Holden Public Safety Building; 1370 Main St, Holden
MEMA Headquarters	6/12/19	10am-12noon	400 Worcester Rd, Framingham
Webinar	TBD	TBD	

If you are unable to attend a briefing and have questions, please contact your MEMA Regional Office or Carrie Clifton (carrie.clifton@mass.gov; 508.820.1407)

Project Guidance

This is a reimbursement-based grant program that requires a local match of either cash expenditures or in-kind services equal to the value of the award.

The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. It is presented as an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal (see [FFY 2018 EMPG Program](#)) and State guidance for the EMPG.

The following ‘cost categories’ are allowable under the EMPG: Planning; Organizational; Equipment; Trainings; and Exercises.

Planning

Sub-recipients may use EMPG funds for a range of planning activities including hiring contractors to assess and/or develop emergency management plans. EMPG funds may also be used towards Backfill/Overtime costs (for eligible first responders) that conduct emergency management planning activities. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Organizational

EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. (Please note that copies of a formal scope of work and/or contract will be required for reimbursement requests).

Equipment

Please review FEMA’s Authorized Equipment List (AEL) to verify items are allowable under the EMPG and that the item’s proposed use aligns with the AEL’s [Description](#) and [Grant Notes](#) sections. If an equipment item is allowable under the EMPG, but identified as “not for routine use”, please provide details within your application template on how the item(s) would be used for emergency management specific activities.

The FEMA AEL can be found on FEMA’s website here: <https://www.fema.gov/authorized-equipment-list>

In your application budget table, please identify whether equipment will be fixed or portable. If fixed, please identify where the item is to be installed. Items that need installation may require completion of a FEMA EHP Screening Memo.

Recent changes to FEMA's AEL

As a recent change, and per FEMA, the following items are eligible under the EMPG:

- Variable message boards/Signs
- Medical rapid response kits
- Animal shelter items
- Portable lighting
- Emergency Shelter Items:
 - Cots
 - Commodes
 - Urinals
 - Bedpans
 - Canes
 - Crutches
 - Wheelchairs
 - Walkers
 - Patient Lift
 - Handheld Shower
 - Comfort Kits

Training

EMPG funds may be used for a range of emergency management-related training activities. Allowable training-related costs include back-fill/overtime (BF/OT) (for eligible first responders) and instructor costs.

A reimbursement request for an overtime expense may not be for more than the actual time spent in the training or exercise, but may include additional overtime as required by the applicable collective bargaining agreement (CBA). When applicable, this should be stated in the Reimbursement Request form.

CBA information (or similar documentation) related to backfill/overtime reimbursement requests must be maintained by the sub-recipient, but does not need to be submitted to MEMA with the reimbursement request.

Exercises

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with HSEEP. An AAR must be submitted with the reimbursement request. Allowable exercise-related costs include:

- Costs of Designing, Developing, Conducting and Evaluating an Exercise
- Hiring of Full or Part-Time Staff or Contractors/Consultants
- Overtime and Backfill (for eligible first responders)
- Supplies

Management and Administrative

These are activities that are specifically associated with the management and administration of the grant program (e.g., development of reimbursement requests, and development of close-out reports). **These costs may not exceed 5% of your requested funding amount.** Back-up documentation (see MEMA's Reimbursement Request Policy) is required to provide reimbursement of M&A costs.

Construction and Renovation Activities

These type of projects are limited to the community's principal EOC. In addition to a FEMA EHP Screening Memo, applicants proposing this type of work may also need to submit a FEMA EOC Investment Justification template. MEMA will notify applicants whether this additional template is needed.

Service Costs

For monthly reoccurring service costs (e.g., Reverse 911), MEMA will only reimburse for costs incurred during the sub-recipient's contract period. A sub-recipient's contract period may not necessarily align with a sub-recipient's intended service period. In MEMA grant applications, we provide an anticipated contract start date and an identified contract end date. The anticipated start date is provided for planning purposes; the actual start date may be after this date. The identified contract end date would not change. *As an example:* Town A has a Reverse 911 contract with service dates of January 1, 2019-December 31, 2019 for a cost of \$6,000. Town A has a 2018 EMPG contract with a start date of January 1, 2019 and an end date of September 30, 21019. MEMA would provide reimbursement up to \$4,500 (the pro-rated cost of the service is \$500/month, and the MEMA contract is for nine months. $(\$500)(9) = \$4,500$)

Travel Costs

Please refer to MEMA's Travel Expenses Reimbursement Guidance.

Maintenance Costs

Please refer to FEMA's Informational Bulletin #336 Maintenance Costs and FEMA's May 2013 policy Maintenance Contracts and Warranty Coverage funded by Preparedness Grants for information on what is allowable.

Food and Catering Costs

Please refer to the MEMA Catering Costs Guidance and FEMA's Concerns Regarding Catering Costs memorandum for information on what is allowable.

Personal Identifiers

Sub-recipients should review documents that are submitted to MEMA to ensure all personal identifiers (e.g., residential street address, Social Security Number, etc.) are removed or redacted.

Indirect Costs

If you are proposing to charge indirect costs, please provide a copy of your current and approved indirect cost rate. In addition, a completed Certification of Indirect Costs form will be required (if needed, this form can be provided by MEMA).

Unmanned Aircraft Systems (Drones)

Applicants who request to purchase an unmanned aircraft system (UAS) **must** submit a completed Small, Unmanned Aircraft System (SUAS) EMPG Purchase Application form² **and** provide the following with the form – **with their application** - for review and approval from DHS/FEMA.

- Letter from the community's head of government supporting the purchase;
- All requests must include copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the equipment, see [Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties, in Domestic Use of Unmanned Aircraft Systems, issued February 20, 2015](#);
- Certification that all users of the UAS have/will complete adequate training;
- Evidence (approved policy, directive, etc) of oversight procedures: documentation/policies that describes how the community/agency provides oversight for emergency services to include UAS use.

To promote transparency about their UAS activities within the National Airspace System (NAS), agencies that use UAS should, while not revealing information that could reasonably be expected to compromise law enforcement or national security, provide notice to the public regarding where the agency's UAS are authorized to operate in the NAS; and keep the public informed about the agency's UAS program as well as changes that would significantly affect privacy, civil rights, or civil liberties.

Per DHS, there is a general privacy concern related to the use of UAS if the data is transmitted to servers not under the control of the operator. It has been reported that some manufacturer's UAS encrypt data and send that data to servers outside the United States. DHS suggests that applicants fully explore data transmission and storage issues with any vendor they select to reduce the possibility of data breaches.

Interoperable Communications Investment Proposal (ICIP) Form Requirement

Any application that includes an interoperable communications component (such as the purchase or modification of radios) **must** include a completed ICIP Form (see pgs 14-19 of this NOFO).

Radio Price Quotes

For radio proposals, a vendor price quote **must** be submitted with the ICIP form. This quote must include: 1) whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption; and 2) the quote must also identify the radio make and model, which must be P25 compliant.

² This form may be found on MEMA's website here: <https://www.mass.gov/service-details/learn-about-the-emergency-management-performance-grant-empg>

Federal Procurement Standards

All sub-recipient spending under federal grant programs must comply with federal procurement standards described in [2 CFR 200.317 through 200.326](#)

Sub-recipients must follow their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law.

Following federal requirements does not exempt a sub-recipient from state or local requirements. In some instances, state and/or local procurement requirements may be more stringent than the federal procurement regulations. Sub-recipients must ensure any actions taken satisfy both federal and state/local requirements.

Non-compliance with the applicable procurement regulations can result in unallowable costs and no reimbursement or the return of federal grant funds.

If an applicant does not have documented procurement procedures, MEMA will not provide a contract. If an applicant's procurement procedures are inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with the applicable federal, state, local, and tribal procurement requirements.

Unallowable Costs/Activities

- Proposals that do not support one or more of the identified eligible activities
- Weapons and ammunition
- Hiring of first responders (except as allowed under Organizational Costs)
- Supplanting
- Dual Compensation

FEMA Environmental Planning and Historic Preservation (EHP) Requirements

All federal homeland security grant funding must comply with federal Environmental Planning and Historic Preservation (EHP) laws, executive orders, and regulations. **If your proposal requires EHP review, a completed FEMA EHP Screening Memo must be submitted with your application to MEMA.**

The following activities would **NOT** require completion of an FEMA EHP Screening Memo:

- Planning;
- Personnel;
- Management and Administration;
- Classroom-Based Training;
- Seminars, Workshops, Table-Top, and Functional Exercises; and
- **With the exception of sonar devices, mobile and portable equipment (no installation)**

All other activities (*with a limited exception as outlined below*) **DO** require completed FEMA EHP Screening Memos. These activities include:

- Physical Security Enhancements;
- Sonar devices;
- Installation of Generators;
- Field Training and Field Exercises;
- Modifications to or Renovations/Altering of Facilities;
- Construction;
- Communication Towers; Antenna Collocations; and
- Any Project that Directly or Indirectly Involves Ground-Disturbing Activity.

As a limited exception, and per FEMA Policy # 108-023-1³, FEMA-approved EHP screening memos for construction/renovation within the interior of a building that is less than forty-three years of age can be considered “previously approved” for subsequent interior construction projects at that location. All “previously approved facilities” under this definition will remain valid for the year in which a project has been approved plus two additional calendar years.

FEMA’s EHP Screening Memo may be found on FEMA’s website here (this form may be used for all FEMA grants): <https://www.fema.gov/media-library/assets/documents/30521>

To complete the FEMA EHP Screening Memo, you may use this document as a checklist to ensure all required information is provided.

1. **Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.**
2. **The FEMA EHP Screening Memo must be submitted - to MEMA - electronically in MS Word or a ‘fillable pdf’.**
3. In **Section A** (‘Project Information’) of the EHP form, respond to the following fields only (MEMA will complete the rest of the form):
 - a. Sub-Grantee;
 - b. Sub-Grantee POC;
 - c. Sub-Grantee email;
 - d. Estimated Cost of Project;
 - e. Project Title;
 - f. Project Location; and
 - g. Project Description.
4. A **Project Description** is required. This can be brief, but **must be clear and comprehensive**. FEMA needs to know:
 - a. what is being done, to include items to be installed **and** their size dimensions;
 - b. where it will be done (this **must** include the street address; related longitude and latitude; **specific** install location(s) as applicable); and
 - c. how it will be done, to include **description and dimensions** of anticipated disturbance to building structure and/or ground as applicable.

³ This document may be found on FEMA’s website here: <https://www.fema.gov/grant-programs-directorate-policy>

- d. For sonar devices, specify the frequency (in kHz) of the sonar. At a minimum, confirm/specify if the frequency is less than 200 kHz or more than 200 kHz. In addition, please identify the type of environment the device will be used in (e.g., fresh water pond).
- 5. Provide **vendor specifications sheet(s)** and/or **vendor product brochures** for the item(s) to be procured/installed.
- 6. Digital, color photographs **must** accompany the EHP Screening Memo. In general, we need photos of:
 - a. the **specific** install site(s);
 - b. Ground-level photos of the specific project site;
 - c. If a building 45 years old or older is involved, ground-level photos of all four sides of the building exterior must be submitted. **This is needed regardless of whether exterior work is being done;**
 - d. Aerial photo of the project site. **This is needed regardless of whether exterior work is being done;**
 - e. Photos must adequately depict install site(s). Photos should be edited to include arrows and/or text to show install site(s);
 - f. Photos must adequately correspond to the Project Description section **and** be titled to identify location(s).
- 7. Complete Section B (1-7) of the form **as applicable**.
- 8. Complete Section C (1-7) of the form **as applicable**.
- 9. Communication tower projects (see **Section C, #6**) may need FCC registration. See the FCC website below for additional information.
 - a. <http://wireless.fcc.gov/antenna/index.htm?job=home>
- 10. **Section D** ('Project Details') of the form **must** be completed as applicable.
- 11. Work done at or near a historical site may need separate and prior approval from the MA Historical Commission (MHC), which is done via a MHC Project Notification Form. Additional information may be found on the MHC website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>
 - a. The application to MHC **and** the resulting MHC approval must be provided to MEMA as it will be needed by FEMA.

Interoperable Communications Investment Proposal (ICIP)

If your project has an interoperable communications component, please complete the following form and submit with your application.

For radio proposals, please note whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption. In addition, a vendor price quote (that includes the radio's make and model) must be included with your ICIP.

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP form, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas. Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:			Committee Chairperson:				
Investment Name:		Applicant Organization:			Applicant Signature:		
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status					SIEC Member Signature		Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							
Communications Interoperability Problem Description-							
Background Information / Detailed Investment Description-							

Expected Outcomes- Describe the communications interoperability gaps that will be addressed		
SCIP Goal- Identify each SCIP goal that this investment will support and describe how that support will be accomplished. See below for a listing of SCIP goals.	Goal	Describe support
	Governance	
	SOP	
	Technology	
	Training & Exercise	
	Usage	
Ownership- Identify the proposed owners of all assets procured with this investment (add additional lines as needed)	Organization	Asset Description
Usage Plan- Describe the usage plan for the equipment / project		
Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 	Discipline	Enhancement

Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ – HAZMAT; PW - Public Works; PH - Public Health; GA – Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other
<p>Multi-Jurisdictional Interoperability-</p> <p>All investments must provide interoperability between two or more jurisdictions.</p> <p>Identify each jurisdiction that will achieve interoperability from this investment.</p>	

Statewide Communications Interoperability Plan (SCIP) Goals

#		SCIP Goals
G1		Establish Governance
	G1.A	Recommend Executive Orders/Statutory/Regulatory Action (Complete)
	G1.B	Formalize Charter
	G1.C	Develop Office of the Coordinator
G2		Funding Governance
	G2.A	Develop Intake and Scoring mechanism
	G2.B	Allocate PSIC Grant Funding
	G2.C	Allocate Funds from Existing Grant Programs
	G2.D	Develop Strategy for Sustained Funding for each Project
	G2.E	Research and Apply for New Grant/Other Sources of Funds
G3		Project Governance
	G3.A	Develop Detailed Project Plans
	G3.B	Develop Detailed Project Cost Estimates
	G3.C	Maintain Project Budgets
	G3.D	Provide Quality Process Assurance
	G3.E	Adopt Standard Architecture
#		SCIP Goals
S1		Channel Planning
	S1.A	Collect and Verify Existing Channel Plans
	S1.B	Determine Channel Planning Gaps
	S1.C	Define and Standardize Channel Plan Template
S2		SOP Development
	S2.A	Collect and Verify Existing SOP's
	S2.B	Develop SOP Protocol Template
	S2.C	Create and Distribute the Tactical Channel Plan
	S2.D	Create SOPs for all Interoperability Channels in the Tactical Channel Plan
#		SCIP Goals
T1		Assess Technology
	T1.A	Develop NIMS-based Communication Requirements
	T1.B	Technology Assessment
T2		Infrastructure Technology
	T2.A	Develop Detailed Infrastructure Requirements
	T2.B	Develop Detailed Network Requirements
	T2.C	Perform 700-800 MHz Infrastructure Preparation
	T2.D	Develop 700-800 MHz RFPs
T3		Equipment Technology
	T3.A	Procure, Integrate, Deploy, and Verify Equipment
	T3.B	Provide Mobile or Portable Radios to Fill Interoperability Gaps
	T3.C	Procurement, Integration, and Test

T4		Information Sharing/Statewide Backbone
	T4.A	Develop Massachusetts Public Safety Enterprise Architecture
	T4.B	Capture Information-sharing Requirements
	T4.C	Develop Backbone Requirements
	T4.D	Plan/Integrate the Statewide Backbone
	T4.E	Develop an Implementation Plan
T5		Consolidation
	T5.A	Consolidated Dispatch Implementation Plan
	T5.B	Support for Ongoing Command Consolidation Implementation
	T5.C	Support for Ongoing Command Consolidation
T6		Innovation
	T6.A	Develop an innovation life cycle/pipe line and process
	T6.B	Develop innovative technologies
	T6.C	Execute Innovation Project
	T6.D	Develop Innovation White Paper
#		SCIP Goals
E1		Training
	E1.A	Develop Interoperability Training Template
	E1.B	COML, COM Tech, COM Coordinator training
	E1.C	SOP/Tactical Channel Plan Training
E1		Exercise
	E2.A	Implement HSEEP Process with Interoperability Planning
	E2.B	Integrate COML, COM Tech, COM Coordinator into Exercise & Evaluation
	E2.C	SOP/Tactical Channel Plan
	E2.D	Develop Interoperability Exercise Requirement
#		SCIP Goals
U1		Planned Events
	U1.A	
	U1.B	
U2		Localized Emergency Incidents
	U2.A	
	U2.B	
U3		Regional Incident Management
	U3.A	
	U3.B	
U4		Daily Usage
	U4.A	
	U4.B	

2018 Competitive EMPG Application Template

1. Entity submitting this Application:

Community/Tribe:

Point of Contact Name (*only one POC needed for regional (multi-community) applications*):

Title:

Telephone:

Email:

Fiscal Point of Contact Name (*if different than above*):

Telephone:

Email:

For Regional applications⁴, please identify the other communities involved in this proposal:

2. Eligible Activities:

Applications will only be accepted for projects that directly build or enhance one (or more) of the capabilities below. Below, please select one (or more) of the capabilities that your proposal would support:

Sheltering of people and/or pets, including addressing the access and functional needs (including medical needs) of survivors	
Evacuation management, including (a) identifying and supporting evacuees who have access and functional needs, (b) identifying evacuees who have Critical Transportation Needs and supporting them consistent with MEMA's Critical Transportation Needs Plan, including the operation of Local Pick Up Points and Local Transportation Hubs, and (c) identifying and planning local evacuation routes, Local Transportation Hubs, and evacuation resources to support an evacuation.	
Identifying and providing emergency management support to people in the community who have access and functional needs	
Distributing critical commodities during disasters, including the operation of local Community Points of Distribution (CPOD)	
Developing or updating a community's Comprehensive Emergency Management Plan (CEMP), including, but not limited to (a) using MEMA's ArcGIS tool ⁵ to map the community's critical infrastructure and resources, and (b) integrating the community's CEMP with MEMA's WebEOC system	

⁴ While regional (multi-community) applications are allowed, MEMA will only accept one application per eligible entity. This means that a community may not participate in a regional application and submit its own application.

⁵ MEMA's ArcGIS Tool may be accessed here: <https://memamaps.maps.arcgis.com/home/signin.html>

3. Proposal Summary *(1 page maximum response; up to 45 points)*

- a) Provide a description of your proposal and identify the proposal's objectives:

- b) Describe how the need for your proposal was identified (for example, were capability gaps identified in particular exercises or real-world situations):

- c) Describe how the funds will be used, including how the funds will build or enhance existing capabilities or address capability gaps:

4. Proposal Benefit *(1/2 page maximum response; up to 45 points)*

Provide detail on how this proposal will enhance all-hazards preparedness, emergency management, or otherwise benefit your community (the anticipated outcomes) and how these outcomes may be measured.

For regional applications, proposals must detail how each community within the region will benefit.

5. **Budget** (up to 5 points)

The maximum funding for a single community application is \$10,000.

The maximum funding request for a regional application is \$25,000.

Please insert the amount of requested funding here: \$ _____

a) Complete Table #1 below to include all activities to be completed between 8/1/19 - June 30, 2020

Description of Each Proposed Expenditure	AEL # (as applicable)	For Equipment, Fixed or Portable	Quantity	Total Cost
TOTAL				

b) **As needed**, complete Table #2 below to include all activities to be completed between 7/1/20 – 9/30/20

Description of Each Proposed Expenditure	AEL # (as applicable)	For equipment, Fixed or Portable	Quantity	Total Cost
TOTAL				

6. Match (up to 5 points)

a) Insert match amount (must be equal to or greater than award amount): \$ _____

b) Complete the Table below as applicable:

Description of Each Proposed Match Source ⁶	AEL # (as applicable)	Dates match will be provided	Quantity	Total Match to be Provided
TOTAL				

c) Please provide confirmation that federal funds will not be used towards this match:

d) How will you document your match (invoices, cancelled check, payroll report showing breakout of EM stipend, etc.)

e) For in-kind match (e.g., volunteers), how will you determine the hourly rate and/or value of services?

⁶ Please **specify** the goods/services/other item(s) that will be used as your required match. As an example: “Local EM Budget” would not be an adequate description; “Municipal Reverse 911 costs from January-June” would be an adequate description

Application Evaluation Criteria

Proposal Summary (up to forty-five (45) points): points will be awarded on the extent to which the applicant provides a clear and detailed summary of the required elements. All costs must be allowable under the EMPG and support one or more of the MEMA-identified priorities.

Applications that do not support one or more of these priorities will not be awarded funds under this grant program

Proposal Benefit (up to forty-five (45) points): points will be awarded on the extent to which the applicant identifies how the activities, if funded, will directly benefit the organization and the community it serves and how these outcomes may be measured.

Budget Detail (up to five (5) points): points will be awarded on the extent to which the budget aligns with the Proposal Summary and represents allowable and reasonable costs.

Match (up to five (5) points): points will be awarded on the extent to which the applicant provides a clear and detailed description of the required match. **Applicants that do not demonstrate they can provide an appropriate match equal to their requested funding amount will not be awarded funds under this grant program.**

Please note: a community's prior participation in the EMPG program is preferred, but not a requirement. In addition to the applicant's evaluation score, MEMA reserves the right to take an applicant's grants management history into account when determining the award of funds.

Application Submission Checklist

All applicants must submit the following:

- Complete Application Template must be emailed to your respective **MEMA Regional email address by 6/30/19** (see page 4 for the email address)

As applicable, applicants may need to submit the following. If applicable, these documents must be submitted with your application:

- EHP Screening Memo
- ICIP form
- For radio proposals, a vendor price quote must be submitted with the ICIP form. This quote must include: **1)** whether the model(s) has an Advanced Encryption Standard (AES) or non-standard encryption. Radios with non-standard encryption must either have this removed or add standard encryption; and **2)** the quote must also identify the radio make and model.
- For drones, please refer to pg 9 for what is required